Privacy Notice - Research Documents

Isle of Man Post Office - Controller
Isle of Man Post Office (IOMPO) is a controller for all personal data processed by the IOMPO, staff or other appointed Officers for the purposes of the General Data Protection Regulation (Isle of Man) Order 2018. The contact details for the IOMPO are Isle of Man Post Office, Postal Headquarters, Spring Valley Industrial Estate, Douglas, Isle of Man IM2 1AA.

In addition to the information set out in the IOMPO privacy notice, we may also collect the following information about you:

- Name of Organisations publication, event or business,
- Website of Organisation.
- Social Media Account, Facebook pages, X (formerly Twitter), You Tube accounts
- E-mail address
- Telephone number(s)
- Social media account name

How we will use the information we collect about you
IOMPO will use your information to:

- Complete research documents commissioned by the marketing team to assist with identifying marketing and PR opportunities related to stamp issues.
- Through the research, the team may collect additional information that may help with the creation of the marketing and PR plans and highlight potential sales channels.
- For the organisations listed within the research paper then they would benefit from editorial content for their publications or information on their interests.

IOMPO has a statutory obligation to check and verify the data you provide to us. This may include checks of publicly available information but in some cases, where it is necessary and relevant, the information you provide may be disclosed or shared with other organisations. This will only be done where there is consent for us to do so. Before any marketing material/press releases are sent, a personal e-mail will be sent asking whether the organisation or individual would be happy to receive information.

Who we will share the information with that we collect about you
Third parties we may share your data with include, for example:

- police or law enforcement agencies where there is a legal requirement to do so
- courts on production of a valid court order
- fraud prevention agencies
- When outsourcing Public Relations and Communications

Protecting your information
Isle of Man Post Office will:

- keep your information safe and secure in compliance with its information security policy
- only use and disclose your information as detailed above, where necessary
- only permit authorised staff to view your data
- only hold your data on servers that are under the control of the Isle of Man Post Office and within the jurisdiction of the Isle of Man
- retain the information for no longer than is necessary and your information will be permanently deleted once the timeframes set out below have been reached.

Transfer of information outside the EEA

Where we transfer your personal data outside the EEA, we will ensure that it is protected in a manner that is consistent with how your personal data will be protected by us in the EEA. This can be done in a number of ways, for instance:

- the country that we send the data to might be approved by the European Commission or a relevant data protection authority;
- the recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data; or

In other circumstances the law may permit us to otherwise transfer your personal data outside the EEA. In all cases, however, we will ensure that any transfer of your personal data is compliant with data protection law.

More information

You can find out more information including:

- Looking at the Isle of Man Post Office Privacy Notices at www.iompost.com/privacy-notices/
- Asking to see your information or making a complaint if you feel that your information is not being handled correctly
- Making a subject access request which is a request for all of the personal data we hold about you. Details can be found at www.iompost.com/privacy-notices/ or by contacting the Isle of Man Post Office Data Protection Officer

Your rights

Right of access to personal information

Isle of Man Post Office will provide any individual with access to their personal data upon request, unless, and to the extent necessary, that the right of access is restricted. Further details can be found on the IOMPO Privacy Notices webpage or by contacting the IOMPO Data Protection Officer.

Other rights

If we do hold information about you, you can ask us to correct any mistakes. You also have the right, subject to any statutory limitations, to object to processing, to erasure or restriction of processing, and to data portability. No automated decisions, or profiling, are undertaken by the Isle of Man Post Office.

To make any request relating to your data held by IOMPO please contact the Data Protection Officer;

By post:	Isle of Man Post Office, Postal Headquarters, Spring Valley Industrial Estate, Douglas, Isle of Man IM2 1AA
By email:	dpo@iompost.com
By telephone:	01624 698485

If you are not satisfied with the response you receive, you may also complain to the Information Commissioner, whose details can be found on www.inforights.im, or the relevant supervisory authority. You may have a right to other remedies.

Isle of Man Post Office - Retention Periods

Categories of personal data / document type	Retention Periods
• Name of Organisations publications, event or business • Website of Organisation • Social Media Account(s) – Facebook pages, X formerly Twitter, You Tube • E-mail address • Telephone number • Social media account name	Indefinite, however any personal data not required removed or anonymised 12 months after the issue date of the stamp issue

Will this privacy notice change?
This privacy notice may change. We will not reduce your rights under this privacy notice without your consent. If any significant change is made to this privacy notice, we will provide a prominent notice on this website so that you can review the updated privacy notice.

Date of Issue: 25/01/2022
This version issued: 09/02/2024
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